

DD/A 78-3346/3

6 OCT 1978

MEMORANDUM FOR: Director of Communications
Director of Data Processing
~~Director of Finance~~
Director of Logistics
~~Director of Medical Services~~
Director of Personnel
Director of Security
~~Director of Training~~

FROM : Michael J. Malanick
Associate Deputy Director for Administration

SUBJECT : Grievance System

1. During a recent EAG meeting, it was agreed to make certain improvements in the employee grievance system. As a result there will be established a Directorate level group of nine officers from which an employee, whose grievance has not been resolved through the normal chain of command through the DDA level, may choose a panel of three. This panel will seek a resolution of the employee's grievance and will be the final Directorate effort at a solution prior to the employee appealing the case to the Inspector General. It is emphasized that this Directorate group is in addition to the current grievance procedures and does not diminish the role of the Office and Directorate grievance officers.

2. We ask that each Sub-group nominate NLT 13 October two candidates for service on the Directorate grievance group. Candidates may range in grade from GS-07 to GS-15. Sub-group grievance counsellors should not be nominated.

3. We will select one nominee from each Sub-group. Service on the group will not have an expiration date but as members become unavailable for further service, the respective Sub-group will nominate a replacement.

4. Additionally, it is appropriate to update the DDA Notice appointing Sub-group grievance counsellors. Please provide the name, telephone number and location of your current grievance counsellor to the DDA/CMO.

7s/ Michael J. Malanick
Michael J. Malanick

Distribution:

1 - Approved For Release 2002/01/24 : CIA-RDP81-00142R000500040022-2
1 - DDA Subj
1 - MJM SRPno

ADMINISTRATIVE - INTERNAL USE ~~ONLY~~

Approved For Release 2002/01/24 : CIA-RDP81-00142R000500040022-2


PERSONNEL
24 September 1975

DD/A ADMINISTRATIVE
NOTICE NO. 75-7

Reference: Directorate of Administration Personnel Management
Handbook

APPOINTMENT OF SUB-GROUP GRIEVANCE COUNSELORS


In accordance with Section IX "Employee Grievances" of the Directorate of Administration Personnel Management Handbook, a Grievance Counselor has been appointed in each Directorate Sub-Group. The following list identifies these Grievance Counselors:

<u>Office</u>	<u>Name</u>	<u>Phone</u>	<u>Location</u>
Communications		3701	601 Magazine
Finance		2972	1213 Key
Joint Computer Support		4011	2E29 Headquarters
Logistics		3046	1226 Ames
Medical Services		6322	1D4040 Headquarters
Personnel		7841	5E67 Headquarters
Security		5861	4E60 Headquarters
Training		2483	1016 C of C
MG		7776	7C32 Headquarters

FOR THE DEPUTY DIRECTOR FOR ADMINISTRATION:

STATINTL

STATINTL


Executive Officer, DDA